**Oregon Action Coalition Leadership Workgroup**

**Meeting Minutes**

**July 12, 2016**

**10:00am – 11:00am**

**Call in Number – 1-712-775-7031 Code 978268#**

Presiding: Gladys Campbell

Recording Gladys Campbell

Workgroup Attendees: Tom Engle, Kate Kaznowska, Jana Bitton, Renee Menkens, Cindi Warburton,

 Jake Creviston, Gladys Campbell,

Workgroup Members Not Attending: Tamara Rose, Carol Reitz, Holly Fay, Trisha Rojas, Rebecca Silva (excused),

 Debra Davidson, Samantha Currier, Michael Polacek (excused), Jennifer Feeney, Christopher

 Wallace (excused), Christy Cowgill, Kelly Fox (excused), Lance Cook

Guests:

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| **Agenda Item** | **Discussion** | **Follow Up** |
| Opening and Welcome | Gladys opened the meeting at 11:04am and welcomed all attendees.  |  |
| Reframing the Leadership Workgroups Role related to the RWJ Grant  | Gladys reminded the group that once the RWJ grant was received, the focus of the workgroup shifted onto the obligations of that grant. The plan was that some grant money would be allocated to pay for a part time staff member who would be accountable for the majority of the grant deliverables. Once that person was hired the workgroup would be advisory to this individual while also assuring that grant obligations were met. As time allowed, the workgroup could then, potentially also resume other leadership activities beyond getting nurses on boards. Jana asked that while the group moves toward being more advisory that we also remain committed to be responsive to support Kate in her work and to potentially be 85% advisory and 15% “workers/helpers”. Given this the group will not plan to add additional work until we have our strategic planning dialogue for 2017.  | **DECISIONS / FOLLOW-UP** The Leadership Workgroup will provide advisement to the grant work with a commitment that they will be responsive and available as needed / requested. As part of strategic planning for 2017 the workgroup will consider adding new outcomes beyond getting nurses on boards.  |
| Evaluation & Feedback on the June Board Workshop | The evaluation form used at the workshop had only one question that rated satisfaction with the conference and all other questions addressed the demographics of attendees. In response to the conference satisfaction question, 53% of participants rated the workshop as “excellent, 42% rated it as “excellent to average”, and 5% rated the conference as “average”. Tom reported that he did not get a copy of the workshop evaluation. Jana will send a copy to him.  Jana also reported that the conference made $3,000 that can be added to funds available to support the grant work.  | **DECISIONS / FOLLOW – UP**Jana will send a copy of the board workshop evaluation results to Tom.  |
| Report outs on the development of “traveling” board workshops | Kate reported on the plan to provide ½ day “Getting Nurses on Boards” workshops in Bend, LaGrand, Salem and potentially Coos Bay or Medford. Kate is reaching out to OAC steering committee members who live/work in some of these locations to partner with her in the planning for these “traveling workshops”. Michael Polacek is helping plan for a Salem workshop and Renee is advising on Coos Bay as a potential site. Additionally the Eastern OR Nurse Educator consortium has expressed enthusiasm for these workshops and may be willing to help with speakers and promotion. The Bend workshop is tentatively planned for November 11, 2016. Renee emphasized the importance of engaging rural nurses, in their communities in the nurses on board activities and programs. She suggested a less formal format for Coos Bay which could be a facilitated dialogue about governance and the role of the trustee. Kate requested that group members provide her with feedback on potential speakers, and be workshop participants if they are local to an area that is hosting one of these workshops. Jake volunteered to be of assistance and to potentially be a speaker. Gladys requested a budget for the traveling workshop initiative and suggested that the $3,000 earned from our June workshop could be used to contract with Kimberly McNally to be the speaker for all of the traveling workshops.  | **DECISIONS / FOLLOW – UP**3 – 4 ½ day workshops are planned on the topic of getting nurses on boards. These workshops will be held in Bend, LaGrand, Salem and Coos Bay or Medford. The Bend workshop will be on Nov 11, 2016.Kate requested that members of the workgroup provide speaker suggestions and agree to participate in workshops that are in their area. Jake volunteered to assist as a participant and/or speakerJana will provide a budget to the workgroup members for the traveling workshop program.  |
| Report out on data collection related to boards and nurses on boards | Kate has been very busy collecting information on boards in OR and identifying which boards have nurses on them and who those nurses are. The following information has been collected thus far:* There are 16 CCO’s in Oregon. 33 nurses have been identified as participating in the CCOs, some on governance boards and some on community or advisory panels.
* 78 hospitals have been identified in OR and 15 nurses appear to be on various hospital boards. Not all of these nurse members have been confirmed and it is not clear if all are voting members of a governance hospital board.
* 27 state based boards have been identified with 32 nurses serving. Some of these boards have NO nurse members and Kate emphasized that this was an opportunity for us.
* Kate has begun to explore university boards.
* Nursing organization boards do not “count” toward the grant obligations but Kate is also collecting this data. 74 nurses were identified as serving on nursing organization boards.
* There are 154 Federal Qualified Health Centers… most have a group of these centers clustered under a singular board. Kate is continuing to research the board structure and composition of FQHCs

Kate asked the group if she should be distinguishing board membership between governance boards and other boards. The group asked that she make this distinction.Tom recommended that Kate contact Region 10 in Seattle as they should also have information on FQHCs in region 10. They may be able to help our research.Renee asked for clarification on how the national coalition to get nurses on boards is defining “boards”. Jana responded that with the movement toward a “culture of health”, that we are aligning with the national coalitions more narrow definition of boards and including nursing organizations, city councils, county government appointments, school boards, library boards, etc. She explained that this broad reach might help us fully align with the concept of a culture of health. Jana reported that Kate will provide updates of data spreadsheets through the OAC website. Tom and Jana will also explore our ability to password protect this data to protect the identity of nurse board members.  | **DECISIONS / FOLLOW-UP**Kate will collect data on both governance boards and other boards but will distinguish between the two in her data reports. Jana and Tom will explore our ability to password protect our board data is this information is posted online.Kate will provide updates of her data through spread-sheets that she can distribute and post online once the confidentiality issue is resolved.  |
| Report out on the creation of a tool kit to support board readiness development | Kate has talked with the communications committee and received their feedback related to the posting of governance “tool-kit” information. It has been suggested that we explore a website – “Mindtools” that was recommended for use with our tool-kit information. Kate has also talked with both Kim Harper and Kimberly McNally and gained their permission to post their board references, slides and information. Barbara Gibbs has also agreed to share information for posting from a board presentation that she did recently. Additionally the following types of references/materials will be posted:* Reference books
* Online sites related to governance
* Featured articles
* Slides from various speakers on the topic of governance

It was also suggested that we include specific information on the topic of “generative questions”. Gladys agreed to write up a “blurb” on generative questions for the website with some examples of generative questions. Jana shared that her deadline is to have this material online by mid-September.  | **DECISIONS / FOLLOW-UP**Jana will assure that the first iteration of our governance tool-kit will be online by mid September. Kate will post materials as outlined in our tool-kit discussion.Gladys will create a document on generative questions with examples of these questions to go online.  |
| Announcements / additional workgroup comments | The workgroup has taken the month of August off for the past two years. Gladys asked Jana and Kate if they would agree to this “vacation”, which they did. Kate committed to sending the workgroup members an update on her work in August so that we can keep up to date on her progress. She also asked if workgroup members could commit to being individually available by email should she heed to make contact. Given that several of our workgroup members cannot meet on Tuesday mornings, Gladys asked the group to consider a change of day/time for our meetings… with the understanding that a new day/time may just create a different set of people who can’t attend our conference calls.  | **DECISION / FOLLOW-UP** |
| Planning for the next agenda | We will plan to continue to respond to our updates from the work of Kate and Jana at the September meeting.  |  |
| Adjournment | Gladys thanked all members for their active participation and adjourned the meeting at 11:05.  |  |
| Next Meeting of the OAC Leadership Workgroup will be September 13, 2016 at 10am – 11am **Call in Information: # 712-775-7031 code 978268#** |